



## Tennessee Organic Certification Cost Share Program

The Organic Certification Cost Share Program seeks to defray the cost of USDA Organic Certification for producers, processors, and handlers of organic products in Tennessee. The Tennessee Department of Agriculture will reimburse each eligible producer, processor, or handler for up to **75%** of organic certification costs, not to exceed **\$750**. Eligible costs for reimbursement include certification, inspection, and sales assessment costs. Costs incurred from **October 1, 2011 to September 30, 2012** are currently eligible for reimbursement.

### Basic Certification Procedure:

1. Producer or agribusiness obtains "Certification Application Packet" from accredited certifying agent of their choice.
2. Producer or agribusiness pays applicable fees and submits completed application.
3. Certifying agent reviews application for certification eligibility.
4. Inspector, assigned by certifying agent, conducts on-site inspection of the applicant's operation.
5. Certifying agent reviews the information submitted by the applicant and the inspector's report. If review and inspection show compliance with the requirements, the agent will issue a certificate.
6. Certified operations must submit updated organic plan, pay fees, and be re-inspected each year to maintain their certification.

### Cost Share Procedure:

1. Producers must complete the attached application form and substitute W-9 form.
2. Producers should keep any invoices/receipts from their certifying agency as well as their certificate on file to submit copies of them with their reimbursement.
3. Producers may submit **one** cost share reimbursement application for costs incurred during the current federal fiscal year. The current federal fiscal year runs from **October 1, 2011 to September 30, 2012**.
4. The program deadline to submit an application and materials for cost share reimbursement is **November 1, 2012**.

### Documents Needed for Cost Share Reimbursement:

- Organic Certification Cost Share Application
- Up to date Copy of Certification from Certifying Agency
- Invoices or Statement from Certifying Agency and/or Inspector
- W-9 Form
- Completed "Title VI" Self Survey

### Need Additional Assistance?

Contact: Jon Frady  
Organic Marketing Specialist  
Tennessee Department of Agriculture  
Phone: (615) 837-5344  
E-Mail: [Jon.Frady@tn.gov](mailto:Jon.Frady@tn.gov)

## Tennessee Organic Certification Cost Share Application

Date:		Office Use Only – Date Received			
<b>APPLICANT INFORMATION</b>					
Last Name:	First Name:	Middle Initial:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	SSN or Federal Tax ID:
			<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	
Name of Operation:		Location of Operation (County):			
Mailing address (street, town, zip):		Home Phone #:			
		Cell Phone #:			
Address of operation (street, town, zip), if different than above:		E-mail address:			
		Website:			
Total Amount of Certification Cost:		What organic products do you currently produce?			
\$ _____					
<ul style="list-style-type: none"> <li>I certify that all the information on this application is complete, true, and factual to the best of my knowledge and belief.</li> <li>I understand that providing any false, fraudulent, or misleading information may result in penalties and/or make this farm/tract or business ineligible to participate in present and/or future Tennessee Department of Agriculture programs.</li> </ul>					
Producer or Business Representative Signature			Date		
<b>Mail to:</b>		TN Dept. of Agriculture Attn: Marketing – Jon Frady P.O. Box 40627 Nashville, TN 37204		<b>To Be Included In Mailing:</b> <ul style="list-style-type: none"> <li>Application</li> <li>Copy of Certification and Invoices/Receipts</li> <li>W-9 Form</li> <li>Title VI Self Survey</li> </ul>	
<b>Contact:</b>		Jon Frady Organic Marketing Specialist (615) 837-5344 <a href="mailto:Jon.Frady@tn.gov">Jon.Frady@tn.gov</a>			
		Eligible costs are those incurred from October 1, 2011 – September 30, 2012 Deadline to submit: November 1, 2012			
<b>OFFICE USE ONLY</b>					
Date of Approval:				Amount Approved:	
Notes:					

**SUBSTITUTE W-9 FORM**  
**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and ZIP Code \_\_\_\_\_

**Circle the Applicable Account Type Below: (Please circle only one)**

1. Individual (not an actual business)
2. Joint account (two or more individuals)
3. Custodian account of a minor
4. a) Revocable savings trust (grantor is also trustee)  
b) So-called trust account that is not a legal or valid trust under state law
5. Sole proprietorship -with no other employees -(SSN below)
6. Sole proprietorship -with 1 or more employees -(EIN below)
7. A valid trust, estate or pension trust
8. Corporation
9. Association, club, religious, charitable, educational or other tax exempt organization
10. Partnership
11. A broker or registered nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district or prison) that receives agricultural program payments.

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**If you circled number 1-5 above, fill in your Social Security Number.**

**Social Security Number** \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**If you circled number 6-12 above, fill in your Employer Identification Number.**

**Employer Identification Number (EIN)** \_\_\_\_ - \_\_\_\_

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Certification -Under penalties of perjury, I certify that the information which I have provided on this form is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_